



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO DES-A

JUN 16 2005

MEMORANDUM FOR DLA CORPORATE BOARD
COMMANDERS, DLA FIELD ACTIVITIES

SUBJECT: Cutoff Dates for Fiscal Year 2005 (FY05) Acquisitions to the DLA Enterprise Support (DES) Including the Field Sites of DES Richmond, DES Columbus, Defense National Stockpile Center (DNSC), and DES-A at the McNamara Headquarters Complex (HQC)

The guidance in this memorandum is critically important for our customers to receive the best possible services from DES as we prepare for the end of FY05.

Please submit acquisition packages for procurements requiring obligation of funds by September 30, 2005, not later than the dates specified below:

<u>Type of Action</u>	<u>Date Required</u>
New contract actions over \$100,000 for non-commercial items and over \$5M for commercial items	Jul 1
Task/Delivery orders for Services under General Services Administration (GSA) Schedule and Government-Wide Acquisition Contracts (GWAC)	Jul 8
Maintenance renewals for Sep 30 or Oct 1 award	Jul 15
Commercial Purchase orders between \$25,000 and \$5M	Aug 5
Modifications to any action requiring proposals/negotiations	Aug 5
Task/Delivery orders under GWACs for hardware, software, and maintenance services	Aug 19
Purchase orders not expected to exceed \$25,000	Aug 26
GSA Schedule/Blanket Purchase Agreements (BPA) delivery orders for hardware and software	Sep 1
Modifications not requiring proposals/negotiations	Sep 9



Acquisition packages must be submitted to your acquisition office in accordance with their usual local guidance. Please be sure to assign an Activity Request Number (ARN) or tracking number to your requirement so that you can check its status through your acquisition office.

The DES acquisition offices are asking for our customers to review their expiring contracts that might need continuous coverage to give the DES acquisition offices adequate lead time to award contractual actions without any lapses in service.

A warranted contracting officer is the only person authorized to legally bind the Government. Customers must be careful not to have the contractor perform work prior to award of a funded contract. Requirement packages submitted to any DES acquisition office in which the contractor has already performed work prior to award of a contract, shall be deemed an unauthorized commitment and processed as a ratification. This process is expensive and time consuming, and will likely result in disciplinary action and/or personal financial responsibility.

Requiring activities are reminded to follow the ordering guide requirements of established contract vehicles (i.e., GSA schedule contracts, National Aeronautics Space Administration (NASA) Scientific and Engineering Workstation Procurement (SEWP), National Institutes of Health (NIH) Electronic Computer Store (ECS) III, and other GWACs, to ensure proper competition so that the Government is receiving the best value. DES is asking our customers to perform thorough market research to enhance competition. We are requiring that our customers submit their packages with at least three or more contractors that could perform the requirement in order to be in compliance with the Defense Acquisition Regulation Supplement (DFARS) 208.404-70. Our customers are reminded that in accordance with Federal Acquisition Regulation (FAR) 13.003(b)(1) each acquisition of supplies or services that has an anticipated dollar value exceeding \$2,500 and not exceeding \$100,000 is reserved exclusively for small business concerns and shall be set aside. If an order must be directed to a particular source, then a signed justification must be provided. DES fully supports the DLA Small Business Program and emphasizes using Small Businesses as our solution of choice wherever possible. Customers are required to submit at least one Small Business source with any competitive requirement or document in their market research why this was not possible.

DES is also requesting that our customers separate the authority level in the implementation of their portion of the contracting process. One person **should not** write the Independent Government Cost Estimate (IGCE), write the Technical Evaluation, and be nominated the Contracting Officer's Representative (COR).

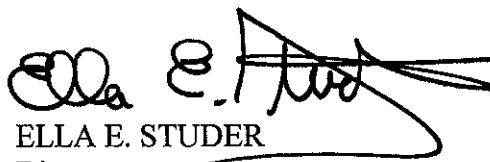
The DES Acquisition offices experience an extremely high volume of expedited procurement requests. The workload dramatically surges during the fourth quarter, nearly all of which must be awarded by either September 30, 2005 or October 1, 2005. Expedite requests require us to continuously reprioritize our workload, frequently penalizing the customer who initially allowed sufficient lead-time. Therefore, it is necessary that requests for expedited procurements be accompanied by a written justification signed by the Director of the requiring activity.

Please read this carefully. It is the third year we have handled funding differently than previous years. DLA activities are reminded that maintenance renewals effective October 1, 2005, require FY06 funds. In accordance with FAR Part 32.703-2, the Government shall not accept supplies or services under a contract conditioned upon the availability of funds until the contracting officer has given the contractor notice, to be confirmed in writing, that funds are available. Therefore, a "subject to availability or planning" funding document **MUST** be replaced with a valid, certified funding document not later than the effective date of the desired service. DLA activities serviced by J-8, within the HQC, will not provide "Letters of Intent," but will provide the usual internal funding document, with the appropriate line of accounting. The advanced copy will not be certified, but will be provided as a working copy, to be replaced with the certified copy on October 1, 2005. DLA activities, using Defense Working Capital Funds, will continue to provide Military Interdepartmental Purchase Request (MIPR) or Service Orders with the line of accounting, with the statement that the funds will be available on October 1, 2005. Contract actions that do not have a certified funding document on October 1, 2005, will not be signed by a Contracting Officer. Contractors will not be allowed to perform until an approved certified funding document is received and the contract action executed. This also applies to option year renewals.

We look forward to working with you to bring FY05 to a successful close. The DES Acquisition offices will support critical/emergency requirements when appropriately justified until the last practical moment of FY05. Requirements packages forwarded after the cutoff dates require pre-approval by the DES Staff Director or Chief of the Base Contracting Office at the various sites. The site Points of Contact are:

<u>Site</u>	<u>POC</u>	<u>Telephone Number</u>
DES-A	Phil Silas	(703) 767-1155 / DSN 427-1155
DES Columbus	Jack Miceli	(614) 692-3055 / DSN 850-3055
DES Richmond	Mike Justis	(804) 279-3601 / DSN 695-3601
DNSC	Jennifer Iribarren	(703) 767-5487 / DSN 427-5487

Should you have any questions about this memorandum, please contact Mr. Phil Silas at (703) 767-1155, DSN: 427-1155. Thank you for your cooperation and support in complying with the above cutoff dates, and for allowing us to serve you.



ELLA E. STUDER
Director
DLA Enterprise Support